



**U.S. Department of Housing and Urban Development**

Washington State Office  
Seattle Federal Office Building  
Office of Public Housing  
909 First Avenue, Suite 360  
Seattle, WA 98104-1000

February 5, 2003

# PHA CIRCULAR

**ATTENTION: ALL PUBLIC HOUSING AGENCIES IN THE JURISDICTION OF THE  
WASHINGTON STATE OFFICE**

**NO. 03-01**

**SUBJECT: CHANGES IN STAFF AND ASSIGNMENTS – NEW PHONE  
NUMBERS - SEATTLE PUBLIC HOUSING HUB**

**APPLIES TO:  
LIPH  
SECTION 8**

## **Changes in Staff - Recent Departures**

Lynn F. Martin recently retired and his last day here at HUD was November 29, 2002. Harlan Stewart is Acting Director and Robin Prichard is Acting Deputy Director.

Ilene Kirschnick, one of our office's two Program Assistants, recently accepted a position with HUD's Seattle Office of Housing, Multifamily Hub. Debra Sutton, Program Assistant, provides all program support functions for our office and we are grateful for her fine services.

Laure Rawson, Public Housing Revitalization Specialist (PHRS), has recently accepted a special assignment to HUD Headquarters (six month expected duration). PHRS staff have been reassigned to Public Housing Agencies to permit Laure to complete her work with HUD Headquarters. A listing of current staff assignments by PHA is enclosed.

## **New Additions**

We welcome the following new staff to the Seattle Public Housing Hub:

**Dale Adler**, Public Housing Revitalization Specialist

**Gordon Brandhagen**, Management Analyst, (special assignment from Seattle REAC Technical Assistance Center)

**Rosanne Chavez**, Public Housing Revitalization Specialist

**Charles Estep**, Facilities Management Specialist

**Alfred Heston**, Financial Analyst

**Amy Johnson**, Public Housing Revitalization Specialist

**Carmen Tennison**, Facilities Management Specialist

Dale Adler and Carmen Tennison are located in the HUD Anchorage, Alaska Office, and are outstationed from Seattle, Washington.

## Program Issues & Staff Contacts

Questions regarding:

- **Housing Choice Voucher, Section 8 Moderate Rehabilitation** (regular and SRO) and **public housing occupancy and program management**, including **Resident Opportunity and Self-Sufficiency (ROSS)**, **Family Self-Sufficiency**, **homeownership programs**, and **public housing drug elimination program (PHDEP) grants** should be directed to the following Public Housing Revitalization Specialists: Dale Adler, Rosanne Chavez, Amy Johnson or Kathie Keul, as indicated on the enclosed staff assignment list. Robin Prichard, Acting Deputy Director, has oversight responsibility for these areas.
- **Public Housing Agency (PHA) financial management and public housing program financial documents**, including those in the PHA Annual Plan, **PHA financial audits (Single Audit Act)** and **eLOCCS** issues regarding the **Capital Fund Program (CFP)** and public housing **Operating Fund Program (OFND)** should be directed to Financial Analysts Alfred Heston or Dean Zinck, as indicated on the enclosed staff assignment list. Richard Ballinger, Director, Operations Division, has oversight responsibility for PHA financial management issues.
- Processing of financial documents and/or financial questions relating to Housing Choice Voucher and Section 8 Moderate Rehabilitation (regular and SRO) programs will continue to be the responsibility of Carl Rhoads, **Financial Management Center (FMC)**, in the Des Moines, Iowa, HUD Office.
- Public housing **facilities management**, such as **Capital Fund Program (CFP)**, **demolition/disposition**, **development**, **environmental reviews**, **maintenance**, **procurement**, and **utilities** should be directed to Charles Estep, John Hardin or Carmen Tennison, as indicated on the enclosed staff assignment list. Richard Ballinger has oversight responsibility for these areas and is also the local contact for the **HOPE VI program**.
- **Public Housing Agency Plan (PHA Plan)** preparation and submission should be directed to Gordon Brandhagen, Management Analyst.

- **Public Housing Assessment System (PHAS)** preparation and submission should be directed to Dan Wilkerson, Program Analyst.
- **Section 8 Management Assessment Program (SEMAP)** preparation and submission should be directed to Suzanne Olmstead, Program Analyst.

**New Phone Numbers and Staff Assignments**

A listing of current staff assignments by PHA is enclosed. Enclosed also is a list of Seattle PH Hub staff members, direct phone numbers (effective immediately), and e-mail addresses. Our primary phone number, answered promptly and courteously by an available staff person during business hours is **206.220.5290**. Our fax number continues to be 206.220.5255.

Sincerely,

/s/

Harlan L. Stewart  
Acting Director  
Office of Public Housing

Enclosures

## Seattle Public Housing Hub

<u>Staff Member</u>	<u>Title</u>	<u>Phone</u>	<u>E-mail</u>
<b>Harlan Stewart</b>	<b>Acting Director</b>	206.220.6220	Harlan_Stewart@hud.gov
Debbie Sutton	Program Assistant	206.220.6219	Debra_Sutton@hud.gov
Gordon Brandhagen	Management Analyst	206.220.6229	Gordon_Brandhagen@hud.gov
Suzanne Olmstead	Program Analyst	206.220.6231	Suzanne_Olmstead@hud.gov
Dan Wilkerson	Public Trust Specialist	206.220.6214	Dan_Wilkerson@hud.gov
<b>Robin Prichard</b>	<b>Acting Deputy Director</b>	206.220.6222	Robin_Prichard@hud.gov
Dale Adler	PH Revitalization Specialist	907.271.4637	Dale_Adler@hud.gov
Rosanne Chavez	PH Revitalization Specialist	206.220.6210	Rosanne_Chavez@hud.gov
Amy Johnson	PH Revitalization Specialist	206.220.6213	Amy_Johnson@hud.gov
Kathie Keul	PH Revitalization Specialist	206.220.6212	Kathleen_Keul@hud.gov
Laure Rawson	PH Revitalization Specialist	206.220.6215	Laure_Rawson@hud.gov
<b>Richard Ballinger</b>	<b>Director, Operations Division</b>	206.220.6233	Richard_Ballinger@hud.gov
Charles Estep	Facilities Management Specialist	206.220.6235	Charles_Estep@hud.gov
John Hardin	General Engineer	206.220.6236	John_Hardin@hud.gov
Alfred Heston	Financial Analyst	206.220.6228	Alfred_Heston@hud.gov
Carmen Tennison	Facilities Management Specialist	907.271.4617	Carmen_Tennison@hud.gov
Dean Zinck	Financial Analyst	206.220.6211	Dean_Zinck@hud.gov

### Seattle PH Hub Mailing Address, Phone & Fax:

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SEATTLE PUBLIC HOUSING HUB  
SUITE 360  
909 FIRST AVE  
SEATTLE WA 98104-1000

**Main Phone:** 206.220.5290

**Fax:** 206.220.5255

# SEATTLE PH HUB

## Staff Assignment by PHA

PHA	PHRS	Financial Management	Facilities Management	Capital Fund
AHFC	ADLER	ZINCK	TENNISON	TENNISON
ANACORTES	ADLER	HESTON	TENNISON	TENNISON
ASOTIN	JOHNSON	HESTON	HARDIN	HARDIN
BELLINGHAM	CHAVEZ	ZINCK	HARDIN	HARDIN
BREMERTON	CHAVEZ	HESTON	ESTEP	ESTEP
CLALLAM	JOHNSON	ZINCK	HARDIN	HARDIN
EVERETT	KEUL	ZINCK	ESTEP	ESTEP
FERRY	KEUL	ZINCK	HARDIN	
GRANT	CHAVEZ	HESTON	ESTEP	ESTEP
GRAYS HARBOR	CHAVEZ	ZINCK	ESTEP	ESTEP
ISLAND	ADLER	HESTON	TENNISON	TENNISON
JEFFERSON	KEUL	ZINCK	HARDIN	
KALAMA	KEUL	HESTON	HARDIN	HARDIN
KELSO	KEUL	HESTON	HARDIN	HARDIN
KENNEWICK	CHAVEZ	ZINCK	HARDIN	HARDIN
KING	KEUL	HESTON	ESTEP	ESTEP
KITSAP	CHAVEZ	ZINCK	HARDIN	HARDIN
KITTITAS	ADLER	ZINCK	ESTEP	ESTEP
LONGVIEW	KEUL	HESTON	HARDIN	
MASON	CHAVEZ	HESTON	HARDIN	
OKANOGAN	ADLER	HESTON	HARDIN	
OTHELLO	JOHNSON	HESTON	ESTEP	ESTEP
PASCO	CHAVEZ	ZINCK	HARDIN	HARDIN
PIERCE	KEUL	ZINCK	ESTEP	ESTEP
RENTON	JOHNSON	ZINCK	ESTEP	ESTEP
RICHLAND	CHAVEZ	ZINCK	HARDIN	
SEATTLE	BRANDHAGEN	ZINCK	HARDIN	HARDIN
SEDRO WOOLLEY	KEUL	HESTON	ESTEP	ESTEP
SKAGIT	JOHNSON	HESTON	HARDIN	
SNOHOMISH	KEUL	HESTON	ESTEP	ESTEP
SPOKANE	ADLER	HESTON	HARDIN	HARDIN
SUNNYSIDE	ADLER	ZINCK	TENNISON	TENNISON
TACOMA	KEUL	ZINCK	ESTEP	ESTEP
THURSTON	JOHNSON	HESTON	HARDIN	
WALLA WALLA	JOHNSON	HESTON	HARDIN	HARDIN
WENATCHEE	CHAVEZ	ZINCK	HARDIN	
WHATCOM	CHAVEZ	ZINCK	HARDIN	HARDIN
YAKIMA	ADLER	ZINCK	TENNISON	TENNISON